



**Agenda Memorandum**

Agenda Item – 3.D.

City Council Study Session  
March 24, 2025



**Strategic Priority 2: Community Empowerment and Engagement**

Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.

**Subject:** Presentation by Westminster Community Foundation

**Prepared By:** Aric Otzelberger, Acting Parks, Recreation, and Libraries Director

**Recommended City Council Action:**

Receive a presentation by the Westminster Community Foundation and provide direction regarding the Westminster Community Foundation’s requests.

**Summary Statement:**

- The Westminster Community Foundation (WCF or Foundation), originally the Westminster Legacy Foundation, was incorporated in 2000 to lead philanthropy efforts in the City.
- Impacts of the WCF include contributions to major projects such as the Nature Playground at Westminster Station Park, awards to non-profits through the WCF’s Community Giving Program, and signature annual events including the J. and Nancy Heil Tribute Invitational golf event.
- On November 21, 2024, the WCF informed the City of its decision to terminate the Memorandum of Understanding (MOU) between the City and WCF. City Council was notified on November 22, 2024.
- The WCF Board has requested time with City Council to provide a status update and requests for the future.

**Fiscal Impact:**

To be determined.

**Source of Funds:**

To be determined.

**Policy Issue(s):**

Does City Council wish to receive a presentation regarding the WCF and consider the WCF's requests?

**Alternative(s):**

City Council could choose not to receive a presentation regarding the WCF. This is not recommended, as the City and the WCF have had a long working relationship and the WCF requested this opportunity to provide an update on changes at the WCF and requests.

**Background Information:**

The WCF, originally the Westminster Legacy Foundation, was established in 1999 and incorporated in 2000 to lead philanthropy efforts in the city. Per the agenda memorandum dated April 6, 2000 (Attachment A):

In 1999, City Council directed the Parks and Recreation Advisory Board (PRAB) to pursue the development of a non-profit, tax exempt public foundation whose goal would be generate support for various City projects and programs....

...The purpose and mission of this new Foundation would be to enlist, organize, and encourage various types of support from individuals, businesses, and the community for City projects and programs. Support could vary from outright financial gifts, charitable trusts, wills/bequests, gift of property, or honorary and memorial gifts.

The projects and programs receiving support from the Foundation could range from the financing of a new cultural and educational facility...to providing scholarship funds that allow needy resident youth to participate in City Programs. The Foundation could also be used for open space acquisitions, trail construction and improvements, and the enhancement of art in City Parks and facilities.

Since incorporation, the Foundation has worked within the community and closely with the City. As noted in the June 2024 Staff Report (Attachment B) when the WCF last updated City Council, like many organizations, WCF faced unforeseen challenges during the COVID-19 pandemic. This period necessitated a strategic shift, allowing WCF to reexamine its mission and vision. This pivot led to the appointment of a new Executive Director and a name change to better reflect the organization's core purpose: building a brighter future and a thriving community for the City of Westminster.

The WCF works to strengthen the community by supporting programs, projects, initiatives, and non-profits. The WCF provides donors with the means of supporting charitable causes and community projects. Since its inception, the WCF has donated over \$1 million back into the community. Notable projects that received WCF support include the Jessica Ridgeway Memorial Park and the Nature Playground at Westminster Station Park. The WCF administers a Community Giving Program that supports non-profits and also hosts signature community events. Recent accomplishments include securing an \$800,000, two-year grant through the United States Department of Housing and Urban Development (HUD) in partnership with the non-profit Almost Home for human services efforts.

The City has supported the WCF through annual contributions and revenue proceeds in addition to partially funding the Executive Director position. In 2024, donations totaled approximately \$40,000 for items including Legacy Ridge Golf Course for their annual fundraiser tournament, complimentary tickets and booth space for events, and free meeting room space. Income from City support in 2024 totaled approximately \$80,000 and included revenue from Top Taco and golf fundraiser proceeds.

The City and WCF have historically partnered through a MOU to support staffing for the WCF. The most-recent MOU executed in August 2024 (Attachment C) outlined responsibilities regarding cost-sharing for the Executive Director of the WCF. The intent of the MOU was a step-down and transition of salary and benefit costs for an Executive Director from the City to the WCF. The WCF was responsible for 25 percent of the salary and benefit costs of the Executive Director in 2024. The WCF has not paid a City invoice for this expense, which is approximately \$27,338. The MOU contemplated the WCF being responsible for 50 percent of the salary and benefit costs of the Executive Director in 2025, and 75 percent of those costs in 2026.

On November 21, 2024, the WCF informed the City of its decision to terminate the MOU between the City and WCF. City Council was notified on November 22, 2024. The WCF's decision to terminate the MOU enacted a 90-day transition clause. Over those 90 days, the Executive Director of the WCF worked to transition all known electronic and physical resources and materials to the WCF Board per its requests and direction. The 90-day period has elapsed and the Executive Director of the WCF is no longer an active employee of the City. The WCF Board named Bryan Head as its new Executive Director.

The WCF Board has requested time with City Council, and this has been scheduled for the March 24, 2025 meeting. The WCF will be delivering a presentation and likely requesting assistance from the City.

The City's Strategic Plan priority of Community Empowerment and Engagement is met by the WCF providing an avenue for philanthropy and charitable giving for community non-profits and projects.

Respectfully submitted,



Jody L. Andrews  
City Manager

**Attachment(s):**

Attachment A – Staff Report RE Directors of the 501(c)(3) Westminster Legacy Foundation (dated 4/6/2000)

Attachment B – Staff Report RE Update to Memorandum of Understanding with Westminster Community (dated 6/24/2024)

Attachment C - Amended 2024 WCF MOU (dated 08/20/2024)